

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a non-supervisory clerical class encompassing positions, the main duties of which are the typing, processing, and maintenance of departmental records and reports, including court records. The police records clerk receives, checks, and files records and reports and retrieves them when needed. In addition to these duties the clerk types records and forms, answers the telephone, operates office machines, and performs related clerical duties. General instructions are given by the assistant police chief who supervises and reviews the work of this class. The employee works independently in performing routine tasks.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; files department records and reports alphabetically, numerically, or geographically; finds errors in records or reports and returns them for correction.

Takes dictation and transcribes.

Types letters, forms, memoranda, records, reports, etc.; proofreads typed material; mails or distributes typed material.

Answers telephone; gives out routine information or screens callers according to instructions from superiors.

Conducts police dispatching duties when necessary, after proper training.

Posts office expenditures in ledgers; balances account books; disburses petty cash according to office procedure; keeps records of petty cash dispersed; makes calculations necessary to compute payroll.

Opens, sorts , and distributes mail.

Makes entries of routine information in department accounting and personnel records and information files.

Operates office machines such as typewriters, tape recorders,

copying machines, adding machines, etc.

Revises department filing system and develops new procedures for office functions when necessary.

Pulls information from files when needed or requested; gathers data from files for use in preparing reports; prepares reports from information collected from files.

Writes letters in answer to requests received or as needed.

Attends official meetings for the purpose of taking minutes or notes.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be able to type at least 45 words per minute.